

Office Administration-Executive Program • EFP501
Host Supervisor Questionnaire - Summer 2024

One Day A Week: The placement will occur one day a week (May 23 - August 15), typically on Thursdays. Students will work five days during the study week (June 24 - 28). This will result in 18 days in total.

We can accommodate up to **student(s).**

One Month Block: The placement of our students will take place 20 consecutive business days, commencing on August 19 and ending on September 13.

We can accommodate up to **student(s).**

Type of placement: **In-person** **Hybrid**

HOST INFORMATION

Title	Telephone	Ext.
First Name	Email	
Last Name	Fax	
Position		

FIRM CONTACT *(If different than host)*

Title	Telephone	Ext.
First Name	Email	
Last Name	Fax	
Position		

ORGANIZATION**Firm Name****Full Address****How many people work in your organization?****Has a Seneca student been placed with your firm before?****Closest Intersection****Where will the student complete the hours? If different than your office address, please specify location:**

Work-Related Accident Insurance Coverage	WSIB	Private	None/Exempt
---	-------------	----------------	--------------------

Do you have Commercial General Liability (CGL) Insurance?	Yes	No
--	------------	-----------

Home-Based Organization: **Yes** **No** (If yes, please also complete the checklist in [Appendix A](#))

ORGANIZATION DETAILS

Office Type	Corporate Office	Law Firm	Retail
	Government	NGO	Small Business

STUDENT SKILLS	Software	Word Adobe Acrobat Other Software:	Excel	Quickbooks
-----------------------	----------	--	-------	------------

Second Languages	Arabic Cantonese Farsi French Other Languages:	Korean Mandarin Polish Portuguese	Punjabi Russian Spanish
------------------	--	--	-------------------------------

TRANSPORTATION	<i>Your office is easily accessible by:</i>	<i>Do you require students to:</i>
	Subway Other TTC Vehicles GO Transit VIVA Other Transit	Drive? Have a car available?

OTHER SKILLS & INFORMATION

COMPLIANCE

I confirm that I understand the conditions and objectives of field placement and certify that I will adhere to the following terms of placement and work arrangements:

- Lunch break is not included as time worked in the accumulation of field placement hours
- Evaluate the student(s)' performance by signing an attendance and evaluation form (provided by the student) upon completion of the placement
- Inform Seneca College if your status changes (for licensees with the LSO or ICCRC)
- I understand and agree it is the responsibility and obligation of the field placement host to comply with the Occupational Health and Safety Act and other applicable provincial and federal standards (including orders under the Emergency Management and Civil Protection Act related to COVID-19), as amended from time to time.
- I am aware of and abide by the [Ontario Human Rights Code](#), [Employment Standards Act](#), [Occupational Health & Safety Act](#), and [Seneca's Discrimination and Harassment Policies and Procedures](#).
- I understand and agree that confidential information (such as student personal information) shall only be used for legitimate purposes related to the field placement program and shall be protected using appropriate safeguards.

HOST SUPERVISOR SIGNATURE

RETURNING THE FORM

By email Derek Kan

derek.kan@senecapolytechnic.ca

We welcome your comments or questions. You can contact the Field Placement Coordinator directly by email or phone:

Patricia (Patti) Sheppard

patricia.sheppard@senecapolytechnic.ca

416.764.9184

Appendix A

Checklist for Home-Base Positions

These positions are situated in residential properties (typically in houses and increasingly in high-rise condominium apartments).

The following are common questions or issues encountered in these kinds of working arrangements. Please check all of the items, which apply to your organization's workspace.

Location of the workspace	Main Floor	Upper Floor	Basement	Floor No.
Smoke and CO detectors, fire extinguishers, etc.				
Fire/Emergency escape plan				
Other security measures in place (such as alarms, video doorbells, pass key, etc.)				
First Aid kit and current First Aid rating				
Is there full-time supervision during typical working hours?				
Are there shared amenities such as bathrooms and kitchen/eating area?				
Are pets present? If so, what measures are in-place to control allergens?				
Are children present in the workspace?				
Are any dangerous substances or high-risk materials present at or near the workspace?				
Is the workspace separate from regular living spaces?				
Are proper ergonomic workstations in place?				
Is appropriate equipment provided, such as computers, monitors, phones, proper lighting, etc.				
What COVID-19 infection control measures are in place? (Please refer to Ontario Sector-Specific Guidelines).				